



Irish Hangliding and Paragliding Association

STANDARD OPERATING PROCEDURE

Data Protection IHPA Committee Training & Awareness

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Background

Ensuring compliance with GDPR and data protection regulations have been a legal requirement since 2018 and failure to comply can result in fines and regulatory actions from the Data Protection Commission (DPC). All Irish organizations that handle personal data of their members are required to ensure the protect the individuals rights people have over their data (e.g., access, rectification, deletion, and portability), and to have clear procedures to respond appropriately and with transparency & Accountability. A strong commitment to GDPR compliance reassures members that their data is handled securely and safely.

Purpose

The purpose of this standard operating procedure is to ensure all IHPA committee members understand their GDPR and Data Protection responsibilities.

Scope of this SOP

This SOP applies to members of the IHPA.

Abbreviations

- SOP: Standard Operating Procedure
- IHPA: Irish Hangliding and Paragliding Association
- GDPR: General Data Protection Regulations
- DPC: Data Protection Commission

Procedure

- 1 The IHPA regularly reviews and updates its GDPR and Data Protection policy and if there has been a Privacy or Data Protection incident.
- 2 The review of the Privacy policy allows for the IHPA Committee members to refresh their related privacy and Data Protection knowledge as all members are asked to proofread and agree to all updates of the policy and related SOP's. These reviews are recorded in the proofing document system (Ziflow.io) that is used by the IHPA committee.
- 3 Committee members are provided with updated guidelines when regulations change.
- 4 Committee members are regularly reminded to maintain the minimal amount of members personal data that is required to satisfy the requirements of their committee role.

References

IHPA Website:

<https://www.iHPA.ie/index.php/home/about-us#gdpr-statement>

<https://www.iHPA.ie/index.php/home/about-us#privacy>

<https://www.iHPA.ie/index.php/profile/edit-my-profile>

Data Protection Act 2018:

<https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

GDPR Enactment 2018: <https://www.dataprotection.ie/en/who-we-are/data-protection-legislation>

Data Protection for Organisations: <https://www.dataprotection.ie/en/organisations>

GDPR Readiness Checklist:

<https://www.dataprotection.ie/en/organisations/resources-organisations/self-assessment-checklist>